

***Serving the Communities of Castleton and Marshfield***

*Chairperson:* Mr Mathew Taylor

*Clerk:* Mr G C Thomas 4 Kenilworth Road Newport South Wales NP19 8JQ

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Dear Councillor

The next meeting of Marshfield Community Council will be held at the Village Hall, Wellfield Road, Marshfield **on TUESDAY 9th May** commencing at **7:30p.m.**

## Yours sincerely

G C Thomas

Clerk

**AGENDA – ANNUAL MEETING**

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| **No.** | **Item** |
| **1** | **Apologies.** |
| **2** | **To sign the Declaration of Acceptance to the office of Member of the Council following election and to receive a Register of Interests form.** |
| **3** | **Declaration of Interests** |
| **4** | **To meet persons interested in filling the vacancies on the Council and to consider co-option to fill the vacancies.** |
| **5** | **Election of Officers:**   * 1. **Chairperson.**   2. **Vice-Chairperson.**   3. **Representative to fill the Council’s seat on the Village Hall Management Committee.**   4. **Representatives to One Voice Wales Newport/Monmouthshire Area Committee.**   5. **Representative to Newport CC Liaison Meeting.** |
| **6** | **a) Committee Membership, Chairperson & Terms of Reference:**  **i) Planning Committee**  **ii) Finance Committee**  **iii) To review the management structure of the Council’s Allotments**  **b) To consider other Council committees or working groups required to assist with the Council’s business.** |
| **7** | **To adopt the Model Financial Regulations updated January 2016, provided by One Voice Wales, using the stated EU procurement thresholds.** |
| **8** | **To confirm the Code of Conduct for Marshfield Community Council** |
| **9** | |  | | --- | | **To consider the adoption of a social media policy template provided by One Voice Wales.** | |
| **10** | **To receive and approve the Statement of Accounts for 2016/17 (see attached report).** |

**AGENDA - MONTHLY COUNCIL MEETING**

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| **No.** | **Item** | **Time (mins)** |
| **1** | **Declaration of interests.** | 1 |
| **2** | **To confirm the minutes of the Council Meeting held on 11th April 2017 (attached).** | 2 |
| **3** | **Time allowed for members of public to speak (In line with Standing Order on Public Participation in Meetings).** | 15 |
| **4** | **Police Matters** | 10 |
| **5** | **X16 Bus Service - Update** | 5 |
| **6** | **Leisure Facilities Working Party report** | 15 |
| **7** | ***Planning Matters***  **a) To confirm that the Council has no comments to make on the following planning applications:**  **MCC 839 – Conex 17/0243**  PROPOSAL: PROPOSED TWO STOREY EXTENSION TO SIDE ELEVATION AND SINGLE STOREY EXTENSION TO REAR  SITE: THE RETREAT, TYLA LANE, OLD ST MELLONS, CARDIFF, CF3 6XG  **MCC 840 – Conex 17/0266**  PROPOSAL: SINGLE STOREY SIDE EXTENSION  SITE: Oakdale, WELLFIELD ROAD, MARSHFIELD, CARDIFF, CF3 2UB  **b) To agree observations to be sent to Newport City Council on the following planning applications:**  **MCC 841 – Conex 17/0258**  PROPOSAL: PROPOSED GARAGE CONVERSION AND EXTENSION TO FORM LOUNGE AND UTILITY  SITE: 6, WENTLOOG RISE, CASTLETON, CARDIFF, CF3 2SD  **MCC 842 – Conex 17/0275**  PROPOSAL: SINGLE STOREY EXTENSION TO SIDE AND CONVERSION OF GARAGE TO SUMMER HOUSE  SITE: LOWER PENTWYN HOUSE, 133 MARSHFIELD ROAD, CF3 2TU  **MCC 843 – Conex 17/0353**  PROPOSAL: RETENTION OF GARAGE INTO PLAYROOM  SITE: 22, MALLARDS REACH, MARSHFIELD, CARDIFF, CF3 2PR  **MCC 844 – Conex 17/0238**  PROPOSAL: FIRST FLOOR SIDE EXTENSION  SITE: 2, VICARAGE GARDENS, MARSHFIELD, CARDIFF, CF3 2PS | 15 |
| **8** | **To agree the appointment and tasks for Cardiff Conservation Volunteers.** | 5 |
| **9** | **Review of actions arising from the last Council meeting held on 11th April 2017.** | 15 |
| **10** | ***Financial Matters:***  **a) Budget report for year ending 31st March 2017.**  **b) To consider the Council’s insurance policy renewal from 1st June 2017.**  **c) To consider a request for financial assistance from Marshfield Village Hall Events Committee towards community events.**  **d) To consider a request from Caroline Antoniou for financial assistance towards insurance for a litter pick event.**  **e) To consider a request for financial assistance towards Marshfield Rainbows trip to Folly Farm.**  **f) To agree on the appointment of RoSPA Play Safety to carry out the annual safety inspection on the Village Hall children’s play areas.**  **g) Other financial matters.** | 20 |
| **11** | **To consider the maintenance of trees on Council land, including the appointment of a tree surgeon to carry out work currently identified.** | 10 |
| **12** | ***Correspondence*** | 10 |
| **13** | ***Communication:***  **To agree items to be included in the monthly communication to residents in the Marshfield Mail and any posts required to Facebook and the Community Council website.** | 5 |
| **14** | **Any other business.** | 10 |
| **The next Council meeting will be held on Tuesday 13th June at Marshfield Village Hall.** | | |